#### EXHIBIT P

#### **Computation of Final Individual Rating for Administrative Staff**

Rating Period : <u>JULY - DECEMBER 2018</u>

Name of Staff ANGELITA B. ORIAS

Position AGRICULTURAL TECHNICIAN I

PARTICULARS	NUMERICAL RATING	PERCENTAGE WEIGHT	EQUIVALENT NUMERICAL RATING
(1)	(2)	(3)	(2 x 3)
Numerical Rating per IPCR	4.94	70	3.458
Supervisor/Head's assessment     of his contribution towards     attainment of office     accomplishments	4.92	30	1.476
	TOTAL NUM	ERICAL RATING	4.934

EQUIVALENT NUMERICAL RATING: 4.934

Add: Additional Points, if any

TOTAL NUMERICAL RATING 4.934

4.934 FINAL NUMERICAL RATING

Outstanding ADJECTIVAL RATING

Prepared by:

Reviewed by:

ANGELITA B. ORIAS Name of Staff

Department/Office Head

MARLITO M. BANDE

Recommending Approval:

Dean, C

Approved:

BEATRIZ S. BELONIAS Vice-President for Instruction

## Computation of Final individual Nathog for Administrative Stati

Rating Period: JULY - DECEMBER 2018

	AL YECHNICIAN I	Position AGRICULTUR		Namic of Staff ANCELTTA 6, ORIAS
0	EQUIVALÊNT NUMBRICAL EXTIN	PERCENTAGE VEIGHT	MIMERIOAL RATING	PARTICULARS
	(2 x 3)	(3)	(2)	(1)
	3.458	0F	+6. <del>+</del>	1. Numerical Raung per IFCR
	0.4.16	Ç <b>&amp;</b>	£	2. Supervisor/Head's assessment of his contribution towards etumonent of office at complishments
	4.934	IBRICIAL RATING	NOCE NEW	
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FOUNTALENT NUMERICAL RATING: 4.334

2012. Additional Points, if any
TOTAL NUMERICAL RATING: 4.434

FINAL NUMBERICAL RATING: 4.434

ADJECTIVAL RATING: 6454

ADJECTIVAL RATING: 645464

ANGELITA B. ORIAS

Name of Staff

MAPELLD M. PANESE. Department Office Head

TO DESIGNATION

เลียงการสมาชิกอยู่หมู่ สูญการการสมาชิก

Jest Hall Dennis P. Puque Denn, CFES

Assertage,

BLATRU S. BÉLOMAS Vice-Pustlan for lastraction .

#### INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, <u>ANGELITA B. ORIAS</u>, of the <u>INSTITUTE OF TROPICAL ECOLOGY & ENVIRONMENTAL MANAGEMENT (ITEEM)</u> commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period <u>JULY</u> to <u>DECEMBER</u>, 2018.

ANGELITA B. ORIAS
RATEE

Approved:

MARLITO M. BANDE UNIT HEAD

				Actual		Ra	ting		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q1	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	Remarks
UMFO 2	HIGHER EDUCATION SERVICES								
ITEEM MFO 1	Curriculum Program								
PI 1	Total FTE monitored	Teaches the following courses SY 2018-2019 (1st semester) Envi 113 (lab); Envi 123 (lab)	1	3	2	2	J	3	Envi 113 (2 students, 3 hrs/week); Envi 123 (18 students, 3 hrs./week)
PI 9	Number of student organizations/student dormitory advised	Adviser	1 .	3	3	7	2	2	HOMES, Mariposa Ladies Dormitory, Zeta Beta Rho Fratemity and Mussaenda Honor Sorority
PI 10	Number of instructional materials developed	Revised existing course syllabi	1	2	J	7	7	7	Envi 113 (Lec & Lab); Envi 123 (Lec & Lab)
UMFO 3	RESEARCH SERVICES								
PI 1	Number of published papers in internationally indexed/CHED accredited journals	Corresponding author	1	1	3	z	2	۲	Policy and Socio-ecological Assessment of the Integrated Social Forestry Program after 25 Years of Implementation in St. Bernard, Southern Leyte
PI 2	Number of research outputs presented in local/regional/national /international fora/ conferences	Oral Presenter	1	1	3	2	7	2	Impact of Leaf Litter Addition on the Growth Performance and Soil Organic Carbon of teh Early Successional Species Planted in the Marginal Upland of Inopacan, Leyte
PI 3	Number of research project/study conducted	Study Leader	-	1	7	2	Ž	7	
PI 6	Number of studies presented	Oral Presenter	1	1	3	7	4	ヹ	Impact of Leaf Litter Addition on the Growth Performance and Soil Organic Carbon of teh Early Successional Species Planted in the Marginal Upland of Inopacan, Leyte
PI 9	Additional outputs:								
PI 9.1	Number of exchange scholars/researchers/visiting professors assisted	Focal Person	-	1	7	7	7	7	Marco Bellotti (Exchange Scholar, ELTI and Earth University)
PI 9.2	Number of research articles submitted for publications	Corresponding author	1	1	2	\$	3	4	<b>VERD</b>
PI 9.4	Number of annual report submitted	Prepared and submitted the ITEEM Annual Report	1	1	4	4	+	4	ITEEM Annual Report

THOUSEN'S CHEROMANICS COMMISSION OF AUTHOR FORE (NO. 1)

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AB ORIAS | JULY - DEC 2018

				Actual		Ra	ting		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q <sup>1</sup>	E <sup>2</sup>	T3	A <sup>4</sup>	Remarks
UMFO 4	EXTENSION SERVICES			·	·	· <del>k ················</del>	<u></u>		4
PI 1	Number of person-days trained weighted by length of training	Resource Person/ Coordinator/Facilitator	75	218	3	<u>z</u>	J	z	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU, Biliran, Inopacan, Hindang); Farm Planning in Cabucgayan, Biliran (DSWD-KALAHI CIDSS)
PI 2	Number of trainings conducted	Resource Person/ Coordinator/Facilitator	2	8	2	2	I	2	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU, Biliran, Inopacan, Hindang)
PI 4	Number of beneficiaries/clients served	Technical Person/Facilitator	50	128	7	1	7	3	
PI 5	Number of technical/expert services	Technical Person	2	30	2	3	Z	2	Bio-physical Assessments (Cabucgayan-KALAHI Project (26); Inventory in Liptong Woodland (2), RISE in Negros (1)
PI 6	Number of extension projects/components conducted	Component Leader	1	6	2	2	2	ح	Mainstreaming of Rainforestation Technology in the Philippines (1); Training on Climate Change and Disaster Risk Reduction Management in 5 Municipalities of Leyte and Biliran under the Yolanda Rehabilitation and Recovery Program (5)
PI 11	Additional outputs:								
PI 11.1	Number of scientific fora attended as speaker/resource persons	Oral Presenter	1	3	3	2	3	7	RDE In-house review
PI 11.7	Number of in-house seminars/ trainings/workshops/reviews conducted/attended	Participant/Facilitator	1	4	3	Z	3	3	Tree Inventory in Aurora, Baler; YRRP Orientation Semina; RDE Inhouse review; AAACU
UMFO 5	SUPPORT TO OPERATIONS (STO)							<del>V</del>	
ITEEM MFO 1	Faculty Development Services								
PI 2	Number of seminars/trainings/ conventions/workshops coordinated for entire university	Facilitator	-	2	7	2	5	Ŀ	YRRP Seminar, AAACU
PI 3	Number of seminars/trainings/ conventions/workshops coordinated outside the university	Resource Person/ Coordinator/Facilitator	1	8	خ	2	2	7	RF Training (Naval, Baybay, Guiuan-E. Samar, Villaba); Training on Biodiversity Assessment (VSU, Biliran, Inopacan, Hindang)
PI 4	Additional outputs:								
PI 4.2	Number of activities organized/attended/assisted/participated/facilitated	Facilitator/Participant	1	7	7	2	2	ک	AAACU, Tree Inventory, Training on Biodiversity Assessment, RQAT Evaluation, ACCUP, Cross-visits of GE Courses to RF
ITEEM MFO 3	Faculty Evaluation Services			***		•			
PI 1	Individual Faculty Students Evaluation	Instructor	VS	VS	4	4	4	4	Teaching Performance Evaluation by Students Rating: Envi 113 (lab) – Very Satisfactory; Envi 123 (lab) – Very Satisfactory 1st Sem 2018-2019
ITEEM MFO 5	Guidance and Counselling & Support to Students Ser	vices							
PI 1	Number of guidance activities conducted	Consultation and Facilitation	1	2	3	3	2	Z	Department-Based Guidance Facilitator (DBGF) for BSEM Students
PI 2	Number of students who have availed of guidance and counselling services	Department-Based Guidance Facilitator (DBGF)	15	30	Z	2	Ž	را	BSEM Students
UMFO 5	GENERAL ADMINISTRATION AND SUPPORT								
PI 2	Number of faculty/staff supervised and monitored (including project based staff)	Supervisor	1	3	ک	5	3	7	Gerwin Matinao, Madel Maarat, Sheena Glayza Lou Gonzales

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-RF Trainins, (Mavai, Baybay, Curren & Samar, Mikaba), Teaning on Biodiversity Assessment (VSU, Prinse, Indoacen, Himlangs Ferm Planning in Cabucgoyen, Bilinan (USWE & ALAN) (2088)	10.7	2	3	7	218	75	Resource Person/ Coordinat.: //Facilite.co	Number of person-days beined weighted by length of baining	P 3
RF Training (Neval, daybay, Suivan-E. Samar Villaba); Training un Biodiversity Assessment (VSU, Billian Inopacen, Hindeley)	Ĺ	2	2	7	8	2	Resource Person/ Coordinator/Fechliator	Number of trainings conducted	P. 2
	I	2	12	7	128	36	Technical Person/Eacilitator	Number of beneficiaries/rirenty served	5/49
Bio-physical Assessments (Cobucqayan cALAHI Project (26); Inventore in Leaund Woodland (2). FISE in degros (1.)	**	7	7	7.	30	2	Technical Person	Number of technical/export services	219
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and the second s								Additional outputs	FF 1.3
RDE Instrute review	7	7	7	į	٤	.£	Oral Prescritor	Number of scientific fora attended so speaked/recource persons	III P
Trea Invantary in Aurora, Saler, VPRP Orientation Seminar, RCE E. house nanew, AAACU	Z	12	77	2	Į.		Participant/EsciPtator	Number of in-house sominars/ trainings/wo-kshops/reviews conducted/attended	Z. LT. J.J.
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YRTE Senanar, AAACU	.1	2	2	",	2	-	Pacifita cov	Number of seminark/trainings/ conventions/workshops coordinated for entire university	Pi 2
NE Training (Naval, Brybay, Guttach E. Samar, Villabe); Training on Biodwersity Assessment (VSU), Bilinan, Jongacan, Hindong)	2	2	7		8	L	Rescurce Feison/ Coordinator/Facilitetor	Number of cominars/trainings/ conventions/workshaps coordinated ortside the university	8.19
and the second s		1	i			4		Additional outputs	P: 4
AAACU, Tero Inventory, Tearling on Biodiversity Assessment R?¿AT Eveluation, ACCUP, Cross-visits of GE Courses to SE	Z	Z	7.	1 2	7	1	Facilitator/Participant	Number of activities organized/arended/assisted/participaled/facilitated	€ Fid
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Department-Bared Guid and Facilitator (1864) for 85FM Students	1	7	7	7.	2	1	Complication and Facilitätion	Number of godenica activities conducted	Pf 1
BSEN: Stateshits		Ä	1 2	1	30	<u> </u>	Department-Based Guidance Factoriator (DBGP)		SIS
			. I				A CONTRACT OF THE PARTY OF THE	GENERAL ADARGERARIO MAND SERVORT	R CHARL
Gurwin Hatinao, Ntadel Masrat, Greens Glayza Lou Gontalos	7	7	7	7.	3	<u>.</u>	rose dsor	Number of faculty/staff substyled and monitored (including project based staff)	5.39

				Actual		Rat	ing		
MFO & PAPs	Success Indicators	Tasks Assigned	Target	Accompl ishment	Q¹	E <sup>2</sup>	T³	A <sup>4</sup>	Remarks
PI 3	Number of management meetings conducted/attended °	Presided/Attended	6	17	3	2	Z	ک	Regular ITEEM monthly meeting and project consultative staff, pre-planning, activity update and report meeting
PI 5	Number of academic lecture/ laboratory rooms maintained	Training room and laboratory In-charge (TED)	1	3	7	2	ػ	2	RDE Room; RRTC Training Room both located at the Terrestrial Ecosystem Divisions; RRTC Laboratory
PI 6	Number of equipment maintained	NMA, JOP, ABO	2	8	7	2	Ч	3	Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, (2) On-site Weather Station
PI 7	Area of lawn and demonstration farms maintained	Supervisor	1	6	2	2	5	Ž	TED Lawn, BSEM & TREC Tree Planting Site, ViFES Tree Planting Site, Experimental Station & Site (Inopacan, Pilar, Cabucgayan)
PI 10	Number of office/training facilities/equipment maintained per week	Office Equipment In-charge & Training room and laboratory In-charge (TED)	3	11	2	Z	ک	Z	Thermometer, Oven, Refrigerator, Analytical Balance, Light meter, Vernier Caliper, (2) On-site Weather Station; RDE Room; RRTC Training Room both located at the Terrestrial Ecosystem Divisions; RRTC Laboratory
PI 11	Number of university committees/boards/council chaired & coordinated	Member	-	3	7	2	7	Z	Department-Based Guidance Facilitator; Dormitory Adviser; AACCUP Task Force
PI 13	Zero per cent complaint from clients served		90%	100%	Z	3	7	7	
	TOTAL OVERALL RATING				4.94	4.94	4.94	4.94	

Average Rating (Total Over-all rating divided by 4)	4.94
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	4.94
ADJECTIVAL RATING	Outstanding

Comments & Recommendations for Development Purpose:

carrier

Should undergo professional, development by

taking MSc. Degree on Environmental Science

Evaluated & rated by:	Recommending Approval:	Approved:
n	dimia	1671.
MARLITO M. BANDE	DENNIS P. PEQUE	BEAT/RIZ \$. BELONIAS
DIRECTOR, ITEEM	DEAN CFES	VICE-PRESIDENT FOR INSTRUCTION
24 January 2019	1/31/19"	
DATE	DATE	DATE
1 – Quality 2 – Efficiency 3 – Timeliness 4 - Average		

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#### **EXHIBIT 0**

#### **Instrument for Performance Effectiveness of Administrative Staff**

Rating Period : <u>JULY – DECEMBER 2018</u>

Name of Staff	ANGELITA B. ORIAS	Position	AGRICULTURAL TECHNICIAN I

INSTRUCTION TO SUPERVISOR: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A.	Commitment (both for subordinates and supervisors)		;	Scal	е	
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	<b>⑤</b>	4	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	<b></b>	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	<b>5</b>	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	6	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	<b>⑤</b>	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	<b>⑤</b>	4	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	⑤	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	<b>6</b>	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	<b>⑤</b>	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
	Total Score		5	9		

## instrument for Fordemence Gifentius especial Administrative Staff

Rating Period: JULY - DECEMBER 2018

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e)	cale	्र विद्युक्तांकृतस्य निकास		acioniesen Sesuspon					
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	Leadership & Management (For supervisors only to be rated by higher supervisor)	o gain trust, respect 5 4 3 2	е	<del></del>		
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
	Total Score		•			<u> </u>
	Average Score					

Overall recommendation :

Sharld undergo professional carrier development by enrolling MSc. Degree on Environmental Science

MARLITO M. BANDE Name of Head N/A

		91804	3		enderebip & Management (For supervisors only to be mixed by higher supervisors)	
	Ç	£	<b>.</b>	1 3	Demonstrates mastery and expertise to all areas of work to gain trust, respect and confidence from subpordinates and that of higher superiors	. Ì
	3	ε	ļ.	ē	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	2.
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MARLING M. BANDE Name of Hoad

#### EXHIBIT L

### **Employee Development Plan**

NAME OF EMPLOYEE	ANGELITA B. ORIAS
PERFORMANCE RATING	OUTSTANDING
AIM	To enhance her teaching skills and strategy on Environmental Science major in Ecological Economics.

Proposed interventions to improve performance and/or competence and qualification to assume higher responsibilities:

Date:

August 15, 2018

Target Date:

December 31, 2018

First Step:

One-on-one discussion on how to enhance her competence to assume her responsibility as Agricultural Technician I and Substitute Instructor.

Result:

The agreement was to send Ms. Orias on a graduate study abroad.

Date: January 2019

Target Date:

July 2019

Next Step:

Application for scholarship to support Ms. Orias graduate study

Outcome:

Degree on MS on Environmental Science

Final Step/

Recommendation:

Scholarship grant and approval from the scholarship committee to

undergo MS study.

Prepared by:

ARLITO M. BANDE

Conformé:

ANGELITA B. ORIAS

Ratee

# Englished Development Plan

NAME OF EMPLOYEE	ANGELITA B. ORDAS	
PEATORMANC RATING	OUTSTANDING	
WIA	To calvace her reaching r Replogical Repopular	tills and strategy on Environneemal Science major in
Proposed intel bigher respons	•	nce and/our comprehence and qualification to assume
Data, Au	usi 13, 2018	Targer Date: December 31, 2018
Flot Step:		a to enhage her competence to assume her Technicism Land Subsimue Instructor.
รไทยมีใ 	A bask of www.inoureergo eri?	's. Orius co a gradente study abroad.
Date: Jamar	2019	Tangsu Late: July 2019
Next Step	Application for scholarship to	support Me. Ories graduate study
-Dateory:	Jegroc op MS op Environse	rtai Solanos

Trepared by:

MAKINOM, BANDE L Link Head

Contorné:

ARCHAIA B. ORLLE

Sele A